



City of Loma Linda Official Report

Floyd Petersen, Mayor
Karen Hansberger, Mayor pro tempore
Robert Christman, Councilmember
Stan Brauer, Councilmember
Robert Ziprick, Councilmember

COUNCIL AGENDA: August 14, 2003
TO: City Council
VIA: Dennis R. Halloway, City Manager
SUBJECT: Chamber of Commerce Quarterly Report and request for
disbursement of funds pursuant to agreement with the City

RECOMMENDATION

It is recommended that the City Council receive the Quarterly Report for filing and authorize disbursement of funds.

**REQUEST FOR QUARTERLY FUNDING
WITH ATTENDING SUPPORT DOCUMENTS
TO
LOMA LINDA CITY COUNCIL
LOMA LINDA REDEVELOPMENT AGENCY**

October 14, 2003

C O N T E N T S

- * President's Letter of Request for Quarterly Payment
- * Roster of Directors 2003
- * Staff Activity Reports (July/August/September 2003)
- * Financial Report Through September, 2003
- * Membership Update Material (July/August/September 2003)
- * Loma Linda Report July/August & September/October 2003 Issue

2003 CHAMBER
BOARD OF DIRECTORS

Jeanne Minnerly, President
The Copeland Group

Phil Jolley, President-elect
Golden Opportunities

Phil Carlisle, Secretary
Loma Linda Market & Nutrition Center

John Ruffcorn, Treasurer
Retired, University Church
of Seventh-day Adventists

Manuel Aranda, Jr.
SBV Water Conservation District

Elsie Chan
Spectrotape Corporation

Sandy Chapman

Jean Chiuminatta
State Farm Insurance

Kathy Dexter
Design by Dexter

Tod Dunfield
Linda Valley Villa & Care Center

Rose Estupinan
Heritage Gardens

Robert Frost
Loma Linda University Foundation

Dr. David B. Hinshaw, Jr.
Loma Linda University Medical Center

L. Roo McKenzie
Loma Linda Academy

Maria Petrie
Bank of America

Dick Schaefer
Loma Linda University

Dean Stordahl
VA Loma Linda Healthcare System

Mel Upp
Inland Printing

Honorary Board Member
Dr. Gayle Rhoads

DIRECTORS EMERITUS

Dr. David Bieber
Retired, Past President
Loma Linda University

Elmer Digneo
Retired, Past Head Principal
Loma Linda Academy

Norman Meyer
Retired, Former Vice-President
Loma Linda Community Hospital &
Loma Linda University Medical Center

Lillian Miller
University Realty

Willard Stewart
United Property Management

LOMA LINDA

CHAMBER OF COMMERCE

2003 Officers and Board of Directors (Effective January 1, 2003)

President: Jeanne Minnerly
Secretary: Phil Carlisle

Vice-President/President-Elect: Phil Jolley
Treasurer: John Ruffcorn

Manuel Aranda, Jr. 12/31/05
SBV Water Conservation Dist.
P.O. Box 1839
Redlands, CA 92373
793-2503

David Bieber Emeritus
11560 Hillcrest
Loma Linda, CA 92354
796-4521

Phil Carlisle 12/31/03
Secretary
LL Market
11161 Anderson St.
Loma Linda, CA 92354
824-4565

Elsie Chan 12/31/03
Vice President
Spectrotape Corporation
345 W. Valley Blvd.
Colton, CA 92324
825-6744

Sandy Chapman 12/31/03
1221 Kings Way
Redlands, CA 92373
798-6251

Jean Chiuminatta 12/31/05
Vice President
State Farm
P.O. Box 276
Sky Forest, CA 92385
336-7233

Kathy Dexter 12/31/04
Design by Dexter
964 Creek View Lane
Redlands, CA 92373
307-2221

Elmer Digneo Emeritus
10613 Ohio St., P.O. Box 1333
Loma Linda, CA 92354
796-0465

Tod Dunfield 12/31/04
Linda Valley Villa & Care Ctr
6500 Butterfield Ranch Rd.
Chino Hills, CA 91709
606-2553

Rose Estupinan 12/31/05
Heritage Gardens
25271 Barton Rd.
Loma Linda, CA 92354
796-0216

Robert Frost 12/31/05
LLU Foundation
Loma Linda University
Loma Linda, CA 92350
558-4534

David Hinshaw, Jr. 12/31/05
LLU Medical Center
11234 Anderson St.
Loma Linda, CA 92354
558-4013

Phil Jolley 12/31/04
President-Elect
Golden Opportunities
25884-D Business Center Dr.
Redlands, CA 92374
799-5181

Peg Karsick
LL Chamber of Commerce
25541 Barton Road, Ste. 4
Loma Linda, CA 92354
799-2828

L. Roo McKenzie 12/31/05
LL Academy
10656 Anderson St.
Loma Linda, CA 92354
796-0161 x3301

Norman Meyer Emeritus
25762 Sunrise Way
Loma Linda, CA 92354
799-0777

Lillian Miller Emeritus
University Realty, Inc.
11156 Anderson, P. O. Box 788
Loma Linda, CA 92354
796-0156

Jeanne Minnerly 12/31/03
President
The Copeland Group
25809 Business Ctr Dr., #F
Redlands, CA 92374
799-8565

Maria Petrie 12/31/04
Bank of America
11195 Anderson St.
Loma Linda, CA 92354
796-5248

Gayle Rhoads Honorary
22593 Eton Drive
Grand Terrace, CA 92313-5132
783-4953

John Ruffcorn 12/31/04
Treasurer
23187 Glendora Dr.
Grand Terrace, CA 92313
824-2986

Dick Schaefer 12/31/03
The Heritage Room
Loma Linda University
Loma Linda, CA 92350
558-1000

Willard Stewart Emeritus
United Property Management
10535 Anderson St.
Loma Linda, CA 92354
796-2897

Dean Stordahl 12/31/03
VA Loma Linda Healthcare Sys.
11201 Benton St.
Loma Linda, CA 92354
422-3002

Mel Upp 12/31/04
Inland Printing
614 Oak St., San Bernardino, CA 92410
888-5225

Taking Care of Our Businesses

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University Realty

Willard Stewart
United Property Management

LOMA LINDA

CHAMBER OF COMMERCE

October 9, 2003

The Honorable Floyd Petersen, Mayor
Members of the City Council
Members of the Redevelopment Agency
Dennis Halloway, City Manager
City of Loma Linda
Loma Linda, California 92354

Re: Quarterly Report of the Loma Linda Chamber of Commerce

Dear Mayor Petersen,
Council Members, and
Redevelopment Agency Members:

On behalf of the Loma Linda Chamber of Commerce, I am submitting the following report under the terms of the Promotional Agreements between the City of Loma Linda/Redevelopment Agency and the Chamber of Commerce. It is our understanding that although the agreements with these two bodies will continue as before, total funding will come from the Redevelopment Agency.

Please consider this the Chamber's official request for funds in the amount of \$12,000.00 to be released October 14, 2003, from the Redevelopment Agency, pursuant to the Chamber's ongoing promotional agreements. This payment represents compensation for completion of work during September, October, and November 2003.

Since our last report, the Chamber has increased its responsibilities and activities, some new and others ongoing:

1. We continue to serve the general public and the business community, with total response to requests and inquiries and general communications (excluding newsletter) at 5042 for the months of July, August, and September. Detailed reports are attached.
2. We sponsored a new member luncheon, on August 21st to welcome new members and provide a networking forum for our general membership.

Taking Care of Our Businesses

Mayor Petersen, Council Members, and
Redevelopment Agency Members
October 9, 2003

3. The July/August and September/October issues of the Chamber's *Loma Linda Report* incorporating City news was published and distributed to all households and businesses in Loma Linda. Circulation is 10,000. We are enclosing here copies of these issues.
4. Our membership now stands at 210.
5. We are continuing site visits to area businesses (members and non members) to gather information of business concerns and needs and to invite non-members to join.
6. The Chamber continues participation in community affairs in general. More specifically, the Chamber participated (attending, providing manpower, soliciting funds and/or prizes, giving public support, etc.) in the following:

Coordinated a VIP site visit to the new Mormon Temple in Redlands.

Assistance with Edison Easement Park fundraising efforts.

Presentation to a group of over 100 Proton Treatment patients to welcome and orient them to our community.

We are currently coordinating and/or attending the following:

- * Cold Stone Creamery Grand Opening/Ribbon Cutting, July 22nd.
 - * Christian Martial Arts Academy Grand Opening/Ribbon Cutting, July 31st.
 - * Campus Chamber Connection, October 9th.
7. Regular meetings include Executive Committee, Board of Directors, Breakfast Network, Membership, and Chamber Ambassadors. Other committees meet on an as needed basis.
 8. The Breakfast Network continues to meet every Wednesday at 7:30 a.m. for programs and networking. Attendance averages about 25-30.

The following Chamber-sponsored activities and projects are in the planning stages through the next quarter:

- Completion and distribution of 2004 Business Directory and Resource Guide.
- Continued refinement and execution of 2003 Program of Work with emphasis on business support; transition planning for 2004 Board; scheduling of 2004 Program of Work meetings.
- Continued refinement and updating of our Chamber's website.
- Nominating Committee activity for new Board members and officers.

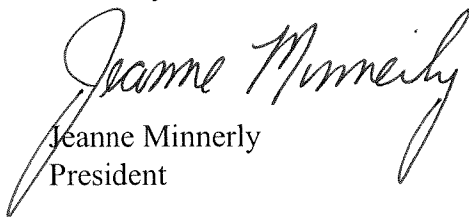
Mayor Petersen, Council Members, and
Redevelopment Agency Members
October 9, 2003

- Ongoing marketing campaign to increase Chamber revenue stream through expansion of membership base and advertising base.
- Ongoing site visits to businesses to gather input for the Chamber and City as we work toward a continuing "business friendly" environment.
- Coordination and planning for Annual Community Parade, to be held October 19th.
- Coordination and planning for the State of the Community Luncheon to be held in December.
- Coordination and planning for the Annual Community Awards and Installation Dinner on January 22, 2004.

Our office continues to serve the public and coordinate the activities of the Chamber under the direction of Chief Executive Officer, Peg Karsick, with the support of her Executive Assistant, Darla Stern, and office volunteers. We invite you to stop by our office soon. They welcome your inquiries and input as we all work together for Loma Linda's benefit. Detailed staff reports are attached for your information.

As Chamber President for the year 2003, I look forward to our continuing with the City Council and staff under our contractual agreements to promote the City of Loma Linda. Our Officers, Directors and our staff will continue to work closely with the City's departments to encourage and support a positive business climate, to foster total community involvement in our Chamber of Commerce, and to promote Loma Linda as a city that is business friendly. Please feel free to call on us to assist through mobilizing our business and community resources as concerns arise.

Sincerely,



Jeanne Minnerly
President

JM/ds

Attachments

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

July 2003

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	19
Faxes	10
E-Mails	4
Web Site Hits (Phil Jolley)	1009
Information Inquiries by Telephone and Walk-Ins:	231
Invoices:	59
Other:	6

Membership:	
Renewal Acknowledgements	15
New Member Acknowledgements	1
Member Solicitation	1

Total Membership & Business Correspondence: 1355

Grand Opening/Ribbon Cutting Flyers	254
July/August Newsletter	8,986
Monthly Activity Mailing	22

TOTAL CORRESPONDENCE AND INQUIRIES: 10,617

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer John Ruffcorn to prepare financial reports and review month by month budget projections for 2003.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members.

Responded to inquiries from the public.

Handled routine office business.

Distributed July/August Newsletter

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

July 2nd, 9th, 16th, 23rd, 30th: Breakfast Network

July 15th: Ambassador Corps

July 30th: Parade Planning Meeting

Meeting notices to Board and Committee Members: 26

MISCELLANEOUS ACTIVITIES

- July 30th, gave presentation to approximately 90 Proton Treatment Center patients regarding Loma Linda information and resources during their stay.
- Worked on plans for the August 21st "Summer Celebration".
- Began parade planning.
- Coordinated and attended Cold Stone Creamery July 22nd Grand Opening/Ribbon Cutting.
- Coordinated and attended Christian Martial Arts Academy July 31st Grand Opening/Ribbon Cutting.
- Worked on plan for remainder of 2003 and transition plan for presidents.
- Worked on editorial for 2003-2004 Business Directory and Resource Guide.

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING JULY 2003**

	<u>JULY 03</u>		<u>JULY 02</u>	
Total Membership		209		213
*Includes those on Delinquent List				
New Members (Year to Date)		19		20
January 1 March 5 May 4 July 2 September 0 November 0				
February 3 April 3 June 1 August 0 October 0 December 0				
Membership Renewals (This Month)		9		8
Total Income from Membership (This Month)		\$1695		\$2,770
Renewals: \$1,450.00				
New Members: \$175.00				
One Time Fees: \$70.00				
Delinquent Memberships (This Month)		4		3
Cancelled/Dropped Members (Year to Date)		16		9
January 4 March 2 May 1 July 1 September 0 November 0				
February 1 April 2 June 5 August 0 October 0 December 0				

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

AUGUST 2003

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	13
Faxes	9
E-Mails	6
Web Site Hits (Phil Jolley)	1123
Information Inquiries by Telephone and Walk-Ins:	144
Economic Development Activity (New)	13
Invoices:	42
Other:	2

Membership:	
Renewal Acknowledgements	9
New Member Acknowledgements	2
Member Solicitation	12

Total Membership & Business Correspondence: 1375

Summer Luncheon Invitation & Business Directory Listing	241
Community Parade Invitation	270
Summer Luncheon Thank You Letters	16
Monthly Activity Mailing	22

TOTAL CORRESPONDENCE AND INQUIRIES: 1924

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer John Ruffcorn to prepare financial reports and review month by month budget projections for 2003.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members.

Responded to inquiries from the public.

Handled routine office business.

Worked on September/October Newsletter

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

August 6th, 13th, 27th Breakfast Network

August 6th Parade Planning Meeting

Reminder Calls to Board and Committee Members: 70

MISCELLANEOUS ACTIVITIES

- Coordinated and held the August 21st "Summer Celebration" (new member luncheon).
- Continued parade planning.
- Coordinated a VIP site visit to the new Mormon Temple in Redlands on August 7th.
- Worked on plan for remainder of 2003 and transition plan for presidents.
- Worked on editorial and business listings for 2003-2004 Business Directory and Resource Guide.

LOMA LINDA CHAMBER OF COMMERCE

MEMBERSHIP REPORT

MONTH ENDING AUGUST 2003

AUGUST 03 AUGUST 02

Total Membership											212	213
*Includes those on Delinquent List												
New Members (Year to Date)											24	26
January 1	March	5	May	4	July	2	September	0	November	0		
February 3	April	3	June	1	August	5	October	0	December	0		
Membership Renewals (This Month)								15		14		
Total Income from Membership (This Month)								\$2795		\$2,840		
Renewals:												
New Members:												
One Time Fees:												
Delinquent Memberships (This Month)								5		1		
Cancelled/Dropped Members (Year to Date)								18		11		
January 4	March	2	May	1	July	1	September	0	November	0		
February 1	April	2	June	5	August	2	October	0	December	0		

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

SEPTEMBER 2003

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	13
Faxes	18
E-Mails	9
Web Site Hits (Phil Jolley)	972
Information Inquiries by Telephone and Walk-Ins:	164
Economic Development Activity (New)	10
Invoices:	38
Other:	4

Membership:	
Renewal Acknowledgements	15
New Member Acknowledgements	5
Member Solicitation	26

Total Membership & Business Correspondence: 1274

Campus Chamber Connection Invitation	213
September/October Newsletter	8986

TOTAL CORRESPONDENCE AND INQUIRIES: 10473

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer John Ruffcorn to prepare financial reports and review month by month budget projections for 2003.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Distributed September/October Newsletter

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

September 3rd, 10th, 17th, 24th Breakfast Network

September 18th Meeting with Planning Department

September 10th, 23rd Parade Planning Meeting

September 11th Executive Committee Meeting

September 11th Board of Directors Meeting

September 9th Ambassador Corps. Meeting

September 29th Met with President Jeanne Minnerly & Legislative Liaison Manny Aranda regarding community issues for Board discussion.

Meeting notices to Board and Committee Members: 73

MISCELLANEOUS ACTIVITIES

- Coordinated Campus Chamber Connection, to be held on October 9th.
- Continued parade planning.
- Worked on plan for remainder of 2003 and transition plan for presidents.
- Worked on editorial and business listings for 2003-2004 Business Directory and Resource Guide.

LOMA LINDA CHAMBER OF COMMERCE

MEMBERSHIP REPORT

MONTH ENDING SEPTEMBER 2003

SEPT. 03 SEPT. 02

Total Membership	210	212
*Includes those on Delinquent List		
New Members (Year to Date)	27	28
January 1 March 5 May 4 July 2 September 3 November 0		
February 3 April 3 June 1 August 5 October 0 December 0		
Membership Renewals (This Month)	7	7
Total Income from Membership (This Month)	\$1575	\$1,130
Renewals: \$1,385.00		
New Members: \$85.00		
One Time Fees: \$105.00		
Delinquent Memberships (This Month)	1	2
Cancelled/Dropped Members (Year to Date)	22	15
January 4 March 2 May 1 July 1 September 4 November 0		
February 1 April 2 June 5 August 2 October 0 December 0		

SEPTEMBER YTD 2003 VARIANCE REPORT

1/1/03 Through 9/30/03

Category Description	1/1/03 Actual	- Budget	9/30/03 Difference
INFLOWS			
I. AGAINST BAD DEBT	0.00	0.00	0.00
I. CHAMBER PUBL	3,313.35	4,000.00	-686.65
I. COM. EVENTS	100.00	0.00	100.00
I. DONATIONS	0.00	0.00	0.00
I. INTEREST	68.62	144.00	-75.38
I. LL CITY RED.	36,000.00	36,223.00	-223.00
I. MEMB. EVENTS	2,989.00	1,750.00	1,239.00
I. MISC. INCOME	386.57	360.00	26.57
I. NEW MEMBERS	4,240.00	4,500.00	-260.00
I. NEWSLETTER	9,434.25	8,000.00	1,434.25
I. RENEWALS	18,050.00	20,250.00	-2,200.00
I. S.E. BUS. PR	0.00	0.00	0.00
I. S.E. COM. LU	1,360.00	1,000.00	360.00
I. S.E. EXPO	6,765.00	7,000.00	-235.00
I. S.E. GOLF	20,133.00	16,500.00	3,633.00
I. S.E. INSTALL	11,559.00	8,900.00	2,659.00
I. S.E. PARADE	2,045.00	1,000.00	1,045.00
TOTAL INFLOWS	116,443.79	109,627.00	6,816.79
OUTFLOWS			
E. AUTO	767.00	747.00	-20.00
E. BAD DEBTS	0.00	225.00	225.00
E. COM. EVENTS	100.00	0.00	-100.00
E. DEPRECIATION	603.00	603.00	0.00
E. DUES & SUB.	444.00	1,000.00	556.00
E. INSURANCE	2,751.63	2,790.00	38.37
E. MEMB. EVENTS	2,760.97	900.00	-1,860.97
E. MISC.	464.96	378.00	-86.96
E. NEWSLETTER	8,136.73	6,664.00	-1,472.73
E. OFFICE EQUIP	2,770.55	2,000.00	-770.55
E. OFFICE IMPROVEMENTS	0.00	0.00	0.00
E. OFFICE SUPPL	2,427.01	2,250.00	-177.01
E. OUTSIDE SERV	1,166.05	1,890.00	723.95
E. P.T. EMPLOY	0.00	0.00	0.00
E. POSSESS. TAX	260.51	250.00	-10.51
E. POSTAGE	1,892.07	2,250.00	357.93
E. PROMO. P.R.	3,175.03	1,503.00	-1,672.03
E. PROMO. P.R.PHOTOS	0.00	0.00	0.00
E. RENT	6,265.98	6,264.00	-1.98
E. S.E. BUS. PR	0.00	0.00	0.00
E. S.E. COM. LU	2,593.06	2,500.00	-93.06
E. S.E. EXPO	4,194.19	4,000.00	-194.19
E. S.E. GOLF	8,274.02	7,000.00	-1,274.02
E. S.E. INSTALL	8,384.01	8,000.00	-384.01
E. S.E. PARADE	2,003.06	1,800.00	-203.06
E. SALARY & BEN	58,827.29	57,000.00	-1,827.29
E. TELEPHONE	867.85	1,125.00	257.15
E. TRAV. & EDUC	390.80	250.00	-140.80
Uncategorized Outflows	0.00	0.00	0.00
TOTAL OUTFLOWS	119,519.77	111,389.00	-8,130.77
OVERALL TOTAL	-3,075.98	-1,762.00	-1,313.98